

Form RD 3550-19
(Rev. 01-01)UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL HOUSING SERVICE

TRANSMITTAL - CLOSING DOCUMENTS

TO: CENTRALIZED SERVICING CENTER (CSC)
ATTN: NEW LOAN SERVICES SECTION, FILE RECEIPT UNIT
FC 20
1520 MARKET STREET
ST. LOUIS, MO 63103☐ Rescission Loan
☐ Participation Loan
☐ 1st or 2nd
☐ Holding EscrowFROM: _____
(FIELD OFFICE MAILING ADDRESS)

SHIPPING DATE: _____

PART I BORROWER INFORMATION:

UniFi Assigned

Account Number: _____

Assumptions Only

Account No. Being Assumed: _____

Transferor's Name: _____

Transferor's Forwarding Address: _____

If same rates and terms assumption, should account be reamortized? ☐ Yes ☐ No ☐

BORROWER:

Name: _____

Address: _____

Telephone: (H) _____ (W) _____

BORROWER:

Name: _____

Address: _____

Telephone: (H) _____ (W) _____

CO-SIGNER:

Name: _____

Address: _____

Telephone: (H) _____ (W) _____

PART II DOCUMENTS:

☐ THE ATTACHED DOCUMENTS ARE LISTED ON THE REVERSE OF THIS FORM.

PART III ESCROW INFORMATION:

THIS LOAN WAS CLOSED ON _____. THE PERMANENT LOAN WAS ACTIVATED ON _____.
(DATE) (DATE)☐ A CHECK COVERING FEES COLLECTED AT CLOSING/ACTIVATION IS ATTACHED. **OR**☐ A CHECK COVERING FEES COLLECTED AT CLOSING/ACTIVATION IS NOT ATTACHED FOR THE FOLLOWING
REASON(S): _____

PART IV FIELD OFFICE CONTACT:

FIELD OFFICE CONTACT: _____ TELEPHONE: _____ FAX: _____
(PLEASE PRINT NAME)THIS CLOSING PACKAGE WAS PREPARED FOR SHIPMENT BY: _____
(Signature of Agency Employee)

SEE REVERSE FOR LIST OF ATTACHMENTS

(see reverse)

REVERSE OF FORM RD 3550-19

COPIES OF THE APPLICABLE LOAN CLOSING DOCUMENTS MUST BE FORWARDED TO CSC BY OVERNIGHT MAIL WITHIN 5 WORKING DAYS FROM CLOSING OF PERMANENT FINANCING.
(NOTE: DO NOT FORWARD CONSTRUCTION LOAN DOCUMENTS UNTIL THE PERMANENT LOAN IS ACTIVATED - FIVE-DAY RULE APPLIES.)

NEW LOAN/GRANT ORIGATION FORMS (IF APPLICABLE)

"X" IF ATTACHED	FORM NUMBER	FORM TITLE	SPECIAL INSTRUCTIONS
	<u>410-4</u>	UNIFORM RESIDENTIAL LOAN APPLICATION	
	<u>1210-4</u>	REQUEST FOR VERIFICATION OF EMPLOYMENT	IF APPLICABLE
		VERIFICATION OF CHILD SUPPORT	IF APPLICABLE
		VERIFICATION OF SOCIAL SECURITY, PENSION OR DISABILITY INCOME	IF APPLICABLE
		VERIFICATION OF CHILD CARE EXPENSES	IF APPLICABLE
	<u>1312-4</u>	UNIFORM RESIDENTIAL APPRAISAL REPORT	OR EQUIVALENT (SUBMIT PAGES 1 & 2 ONLY)
	<u>1944-4</u>	CERTIFICATION OF DISABILITY OR HANDICAP	
		COURT ORDER REGARDING GUARDIANSHIP	
	<u>1974-19</u>	BUILDER'S WARRANTY	FOR CONSTRUCTION ONLY
	<u>1977-4</u>	AGREEMENT WITH PRIOR LIENHOLDER	
	<u>1998-16</u>	PROMISSORY NOTE	
	<u>1948-59</u>	SETTLEMENT STATEMENT	OR EQUIVALENT
	<u>1944-6</u>	INTEREST CREDIT AGREEMENT	
	<u>1944-14</u>	PAYMENT ASSISTANCE AGREEMENT OR DEFERRED MORTGAGE ASSISTANCE	
		HAZARD AND FLOOD (IF REQUIRED)	FIRST PAGE OF EACH BINDER PLUS ANY ADDENDUM OR AMENDMENT.
		INSURANCE BINDER	ALSO ATTACH COPY OF PAID RECEIPT FOR INSURANCE.
		FINAL TITLE POLICY	AS SOON AS AVAILABLE (INCLUDE ATTACHMENT A, TAX SCHEDULE OR TAX RESEARCH SHEET)
		HOMEOWNERS AUTHORIZATION LETTER	ISSUED BY TITLE INSURANCE CO.
	<u>1965-14</u>	ASSUMPTION AGREEMENT	FOR ASSUMPTIONS ONLY
	<u>3550-7</u>	SINGLE FAMILY HOUSING LOANS	
	<u>3550-7</u>	INITIAL ESCROW ACCOUNT DISCLOSURE STATEMENT	ALSO FAX TO ESCROW OPERATIONS BRANCH WITHIN 1 DAY OF CLOSING
	<u>3550-10</u>	CONDOMINIUM RIDER	WHEN AVAILABLE
	<u>3550-11</u>	PLANNED UNIT DEVELOPMENT RIDER	WHEN AVAILABLE
	<u>3550-12</u>	SUBSIDY REPAYMENT AGREEMENT	
	<u>3550-14</u>	REAL ESTATE MORTGAGE OR DEED OF TRUST	AS SOON AS AVAILABLE
	<u>3550-15</u>	TAX INFORMATION	ALSO FAX TO ESCROW OPERATIONS BRANCH WITHIN 1 DAY OF CLOSING
	<u>3550-16</u>	RELEASE FROM PERSONAL LIABILITY	FOR ASSUMPTIONS ONLY
	<u>3550-17</u>	FUNDS TRANSMITTAL REPORT	ATTACH CHECK FOR AMOUNTS COLLECTED AT CLOSING, I.E. TAX SERVICE FEE, ESCROW (THIS WOULD INCLUDE FUNDS COLLECTED ON CONSTRUCTION LOANS.)

NOTE: FOR NEW LOANS WHICH ARE LEVERAGED, ALSO INCLUDE COPIES OF THE PARTICIPATING LENDER'S NOTE AND MORTGAGE/DEED OF TRUST. LENDER'S DOCUMENTATION MAY BE SUBSTITUTED ABOVE AS APPROPRIATE.

Purpose: This form is to be used when transmitting copies of the required loan closing documents to the Centralized Servicing Center (CSC). The form is to be completed and available documents attached prior to submission to CSC. The initial package should be forwarded to CSC by overnight mail within 5 working days from closing. Copies of documents not available at this time, i.e., mortgage or final title insurance policy, should be forwarded by regular mail to CSC upon receipt.

Used by: Field office personnel.

Procedure for preparation: HB-1-3550.

Prepared by: Loan Origination Staff.

Signatures required: Preparer and/or Contact.

Number of copies: Original for CSC and one copy for case file.

Distribution of copies: Original to CSC with each submittal. Copy in case file.

INSTRUCTIONS FOR PREPARATION

1. Check if account has rescission rights.
2. Check if participation loan. Check if participation lender is 1st or 2nd mortgage holder. Check if participation lender is holding escrow account.
3. Complete with mailing address of loan origination office.
4. Input the date package is being forwarded to St. Louis CSC on the "Stage Updating" screen in UniFi.
5. Complete borrower information as appropriate.
6. Complete assumption information if applicable to account.
7. Check as applicable.
8. (a) Insert closing date [usually date of note].
 (b) Insert closing date of permanent loan [applies to loans which were initially closed as a construction loan].
 (c) Complete as applicable. [Note: Reasons must be given if check is not being submitted.]
9. Insert name and title of loan origination office employee designated as contact person. Please print name clearly.
10. Employee must sign.
11. Indicate with an "X" all copies of documents being forwarded to CSC. Include copies of participating lender's note and mortgage/deed of trust if applicable.
12. If borrower does not qualify for payment assistance at loan closing, indicate "N/A" in this field.